



U.S. ARMY CONTRACTING AGENCY



Headquarters, Northern Region
11 Bernard Road
Fort Monroe, VA 23651-1001

SFCA-NR

21 June 2007

Northern Region Contracting Policy Letter 1- 2 (NR CPL 1-2)

SUBJECT: Review Thresholds

Applicability. This policy letter supersedes NR CPL 1-2 dated 26 June 2006 in its entirety. This policy letter applies to all contracting activities of the Army Contracting Agency Northern Region. It also applies to contracting activities that are under the operational control of the ACA NR Headquarters.

1. **Purpose.** To establish the thresholds and provide guidance for actions requiring PARC and higher level review and/or approval.

2. **References.**

- a. AFARS 5101.601(5).
- b. ACA AI 5101.6(5)(90).
- c. ACA Delegation Letter, dated September 26, 2005; amended HCA authorities October 2005.

3. **Definitions.** None.

4. **Abbreviations.**

- a. PARC – Principal Assistant Responsible for Contracting
- b. HCA – Head of Contracting Activity
- c. DASA (P&P) – Deputy Assistant Secretary of the Army (Policy and Procurement)
- d. AAE – Army Acquisition Executive
- e. OUSD (AT&L) DPAP – Office Under Secretary of Defense Acquisition Technology and Logistics, Defense Procurement and Acquisition Policy
- f. DA – Department of Army

- g. SCA – Special Competition Advocate
- h. DSO – Debarring, Suspending Official

5. Policy.

a. Pursuant to the authorities of Ref. a., b., and c., the PARC has oversight responsibility over the operational activities necessary to achieve the mission, goals and objectives of the ACA Northern Region (and subordinate installations). To fulfill that charter, thresholds have been established for various types of actions requiring review by the PARC as follows:

ACQUISITION PLAN OR STRATEGY	Threshold	Approval	Turnaround (work days)
Acquisition Strategy Performance Based ¹	≥ \$10 M < \$150M	PARC	15
Acquisition Strategy Performance Based and Acquisition Plan ²	≥ \$150M < \$500M	HCA	140
Acquisition Strategy Performance Based and Acquisition Plan ³	≥ \$500M	DASA (P&P)	240
Acquisition Strategy Non-Performance Based	≥ \$3M ≤ \$10M	PARC	15
Acquisition Strategy Non-Performance Based ⁴	> \$10M ≤ \$78.5M	HCA	140
Acquisition Strategy Non-Performance Based ⁵	> \$78.5M	AAE	240
APPOINTMENTS	Threshold	Approval	Turnaround (work days)
Government Flight Representative Appointment ⁶	ALL	PARC	10
Source Selection Authority [acquisitions not managed in accordance with DoD 5000.1]	Formal	PARC	10

¹ ACA Policy Memorandum P0018; AFARS 5137.590-4.

² Same.

³ AFARS 5137.590-4(d).

⁴ DFARS 237.170-2.

⁵ Same.

⁶ HCA Delegation to the PARC.

SFCA-NR (NR CPL 1-2)
SUBJECT: Review Thresholds

MISCELLANEOUS	Threshold	Approval	Turnaround (work days)
Consolidation of Contract Req ⁷	≤\$100M	PARC	15
Consolidation of Contract Req ⁸	> \$100M < \$500M	HCA	30
Consolidation of Contract Req ⁹	≥\$500M	DASA (P&P)	45
Consolidation not set-aside for Preference Programs ¹⁰	ALL	HCA	30
Deviations ¹¹	ALL	OUSD (AT&L) DPAP	> 45
Deviations- Individual ¹²	ALL	PARC	15
Exceptions to FAR 3.602 ¹³	ALL	HCA	30
Justification and Approval ¹⁴	> \$550K ≤\$11.5M	SCA	10
Justification and Approval ¹⁵	> \$11.5M ≤\$78.5 M	HCA	30
Justification and Approval ¹⁶	> \$78.5M	AAE	45
Labor Standards Violation ¹⁷	ALL	DA	>45
Local Clause ¹⁸	ALL	PARC	15
Mistakes in Bid/Proposal ¹⁹	ALL	PARC	5
Ratification of unauthorized commitment ²⁰	> \$10K	PARC	15
Ratification of unauthorized commitment ²¹	> \$100K	HCA	30
Suspension and Debarment ²²	ALL	DSO	45
Protests - GAO/Agency (turnaround applies to Agency protests) ²³	ALL	PARC	35 calendar days

⁷ HCA Delegation to the PARC.

⁸ AFARS 5107.170-3(b).

⁹ AFARS 5107.170-3(a).

¹⁰ AFARS 5119.202-1.

¹¹ DFARS 201.402(1) & (2).

¹² DFARS 201.403.

¹³ FAR 3.602.

¹⁴ AFARS 5106.303.

¹⁵ Same.

¹⁶ Same.

¹⁷ FAR 22.406-8.

¹⁸ ACA AI 5104.1(90)(a)(ii).

¹⁹ AFARS 5114.407.

²⁰ ACA Policy Memorandum P0016.

²¹ Same.

²² DFARS Appendix H.

SFCA-NR (NR CPL 1-2)
SUBJECT: Review Thresholds

Competition in Contracting (CICA) Override for Automatic Stay²⁴	ALL	DASA (P&P)	5
D&F for use of T&M/LH Contract when base year and option years exceeds 3 years (prior to exercising each option period a new D&F is required to be approved)²⁵	ALL	HCA	30
SOLICITATION (Including options)	Threshold	Approval	Turnaround (work days)
DOCs- all actions > \$3 Mil	ALL	PARC	15
Centers / APG > \$5 Mil	ALL	PARC	15
Alpha (sole source) solicitation	ALL	PARC	5
Competitive Sourcing (Commercial Activity)	ALL	PARC	15
Food Service solicitation²⁶	ALL	PARC	15
Formal Source Selection solicitation	ALL	PARC	15
Master Contracts	ALL	PARC	15
POMs/PNMs for solicitation reviewed	ALL	PARC	10

b. Commercial Items:

(1) Actions less than \$5.5M under Simplified Acquisition Procedures (SAP), to include those under FAR 13.5 "Test Program for Certain Commercial Items", are exempt from the above thresholds with the exception of Justifications and Approvals (J&As) in accordance with FAR 13.501. J&As required at FAR 13.501 are processed in accordance with the above thresholds.

(2) Contracting Officers shall ensure that contract files for purchases of commercial items include a written determination that the commercial item definition has been met for all acquisitions exceeding \$1 million for solicitations and awards under Part 12. Files must fully and adequately document the market research and rationale supporting such conclusions, with particular care for those involving items offered for sale but not sold, and modifications of a type customarily available. See DPAP memorandum dated 2 March 2007, Commercial Item Determination.

c. The above review thresholds include:

(1) J&As for orders placed under Federal Supply Schedules (FSS) in accordance with FAR 8.405-6(g). Consequently, Northern Region Acquisition Bulletin

²³ FAR 33.102 and ACA AI 5133.103-91.

²⁴ ACA CICA Automatic Stay Override Guide. HCA has authority to override pre and post stays with approval from DASA(P&P). Also see FAR 33.104.

²⁵ FAR 16.601.

²⁶ ACA Policy Memorandum P006.

No. 05-01, "Sole Source Justification and Approval (J&A) Under Federal Supply Schedules", dated 1 October 2004 is rescinded in its entirety.

(2) Solicitations and supporting J&As resulting from unsolicited proposals (Ups). Ups will be processed in accordance with FAR 15.6, AFARS 5115.606 and US Army Contracting Guide for Processing Unsolicited Proposals, 2 March 2006.

d. With respect to Acquisition Plans and Acquisition Strategies, the PARC or higher Headquarters may request the plan or strategy for special interest requirements with a dollar threshold less than stated above. Since Acquisition Plans and Strategies cover essentially the same elements, plans and strategies requiring PARC or lower level approval may be consolidated into a single Acquisition Strategy as long as the elements of both requirements are addressed. Acquisition Plans and Acquisition Strategies requiring higher Headquarters approval must be prepared and submitted as separate documents.

e. All actions forwarded for review must include:

- (1) Chief of the Contracting Office memorandum request for review;
- (2) Copies and responses to all local reviews;
- (3) Local Legal Counsel review;
- (4) DD Form 2579;
- (5) Source Selection Plan;
- (6) Source Selection Authority appointment request;
- (7) Award Fee Plan;
- (8) Quality Assurance Plan.

f. For GAO, Agency and CICA override decisions, a copy of the Contracting Officer's Statement of Facts and legal opinion must be provided.

g. At the discretion of the PARC, review and approval of the Solicitation actions specified above may be delegated to the NR HQ staff.

h. This NR CPL will be reviewed at least annually for changes and updates.

6. Responsibilities.

a. Chief of the Contracting Office.

- (1) Submit actions for review in accordance with Paragraph 5.
- (2) Provide all supporting documentation in accordance with Paragraph 5.

b. **Special Competition Advocate (SCA).** Review and approve actions in accordance with Paragraph 5.

c. **PARC.** Review and approve actions in accordance with Paragraph 5.

7. **Proponent.**

a. The primary proponent for this contracting policy letter is Mr. Ed Cooke, Procurement Analyst at (757) (788-4180).

b. The point of contact for coordinating revisions or updating this contracting policy letter is Ms. Mary Paige, Procurement Analyst at (757) (788-3508).


JOANN LANGSTON, SES
Principal Assistant
Responsible for Contracting